

720506/99

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **WASTEWATER MAINTENANCE MANAGER**

DEFINITION:

Under administrative direction, to direct and supervise the treatment plant maintenance section; to provide technical assistance for planning, designing and/or constructing of new wastewater facilities as well as maintaining existing facilities; and to do related work as required.

REPORTS TO: Wastewater Systems Manager

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Wastewater Systems Manager. Exercises general supervision over maintenance, mechanical, and administrative staff as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Develop and direct a preventive maintenance program that will minimize expensive repair and replacement as well as assure reliable operation of plant equipment and the sewer pump station.
- Provide general supervision of division maintenance staff, who are responsible for maintenance of mechanical and electrical equipment.
- Consult with plant management to schedule maintenance of wastewater facilities in a manner that will assure equipment is operational for plant to meet legal and regulatory requirements for permits.
- Maintain a file of operations and maintenance manuals for all plant equipment, an adequate inventory of critical spare parts, a history of equipment maintenance and performance, and other records as necessary.
- Prepare special reports on maintenance of wastewater facilities when requested by management.
- Prepare technical specifications to assure that proper materials and workmanship are used for repairing or replacing existing wastewater facilities, or installing new facilities.
- Prepare wastewater facilities maintenance budget estimates; manage maintenance expenses within budget limits and strive to improve efficiency and reduce costs.

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of pumps, conveyor equipment, compressors, drive units, and related treatment and process equipment.
- Thorough knowledge of electrical, instrumentation, and control systems.
- Modern methods and techniques used in the design and construction of a wide variety of wastewater facilities.
- Modern developments, current literature, and sources of information regarding process plant operation, maintenance, and mechanical engineering.

- Applicable laws and regulatory codes relevant to wastewater plant operation and maintenance.

Ability to:

- Supervise, train, motivate and manage subordinate personnel under varying circumstances.
- Write and present detailed reports for a variety of persons, including consultants, city administrators, and advisory groups.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of high school supplemented by college level course work related to facilities management, engineering, or wastewater treatment maintenance. A Bachelor's degree from an accredited college or university in a related field is highly desirable.

Experience: At least four years of experience in facilities maintenance related to process plant operation and maintenance with two years of the experience being in a supervisory capacity.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class C California Motor Vehicle Operator's license.

Possession of a California Water Environmental Association (CWEA) Technical Certification Program (TCP) Level IV Certification.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Wastewater Maintenance Manager

TO: Wastewater Systems Manager